

**RFA # GD0—CTEIF—2016-02**

**District of Columbia**

**Office of the State Superintendent of Education**



**2016 DC Career Academy Network (DC-CAN)**

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## Part 1. Overview Information

**Funding Opportunity Title:** 2016 DC Career Academy Network (DC-CAN)

**Announcement Type:** New

**Funding Opportunity Purpose:** The Office of the State Superintendent of Education (OSSE), Postsecondary and Career Education Division, through its Career Education Development unit, invites the submission of applications for funding for the DC-CAN. The purpose of this grant is to provide seed money to support the establishment of four National Academy Foundation (NAF) career academies within one of the following themes: information technology; engineering; hospitality & tourism; health science; or finance at a District of Columbia Public or Charter high school.

Ultimately, this funding will support strategies identified within the District of Columbia's CTE Strategic Plan by preparing students to succeed in college and the District's most promising career sectors (<http://osse.dc.gov/publication/career-and-technical-education-cte-strategic-plan>).

## Key Dates

Grant Announcement	June 17, 2015
RSVP to Pre-application Conference Due Date	June 22, 2015 (noon)
Pre-application Conference Date	June 23, 2015
Letter of Intent Due Date	June 30, 2015
Open Date	June 17, 2015
Application Due Date	July 31, 2015
Award Announcement	August 7, 2015
Grant Period	October 1, 2015 – September 30, 2016
Reimbursement Requests (reimbursements must be requested no less than once every quarter during FY 2016)	December 31, 2015; March 31, 2016; June 30, 2016
Semi-annual Report Disseminated	April 1, 2016
Semi-annual Report Due	April 30, 2016
Annual Report Disseminated	September 1, 2016
Annual Report Due	September 30, 2016
Final Reimbursement Request Due	October 10, 2016

## **Part 2. Full Text of the Announcement**

### **Section I. Funding Opportunity Description**

The District of Columbia Office of the State Superintendent of Education (OSSE) is pleased to announce a funding opportunity for the District of Columbia Career Academy Network (DC-CAN). CTE is a proven strategy for engaging students, effectively connecting them to college and careers, increasing high school graduation rates, and improving labor market outcomes for high school graduates. The CTE Innovation Fund, is a locally funded grant which was approved in Fiscal Year 2013 to support the improvement of the quality, structure, and student outcomes of CTE programs administered by Public and Public Charter Schools within the District of Columbia, the University of the District of Columbia Community College, and other institutions receiving local or federal funding for CTE programming. DC-CAN is one component of the Plan, which supports the establishment of National Academy Foundation (NAF) Career Academies at DCPS and Public Charter high schools, thereby promoting the city's mission to strengthen the pipeline to college and careers.

The NAF Career Academy model includes rigorous, industry-focused curricula, integrated industry partnerships, and work-based learning experiences. It aligns closely with the Program Quality model laid forth in the District's CTE Strategic Plan. NAF Academy students have higher attendance, school engagement, academic performance, graduation, college enrollment and completion, employment, and career earning rates than peers who do not attend NAF academies. Since 2013, ten NAF Career Academies have been established in the District within three career sectors: information technology, engineering, and hospitality & tourism. This grant award will include two additional career sectors: health science, and finance.

The purpose of this grant is to provide seed money to support the establishment of four additional National Academy Foundation (NAF) Career Academies within one of the aforementioned themes at a DCPS or Public Charter high school. Before opening the doors to students, the NAF Academy must engage in a structured year of planning. The year of planning process involves activities, technical assistance, and supports to align resources and programs prior to implementation.

### **Section II. Award Information**

This DC-CAN grant application is competitive. The Academy will receive funds to support a full-time Academy Director and a College & Career Coordinator, as well as funds to support Academy activities. Funds will be distributed as a cost reimbursement.

A total of \$290,000 is available per academy for award through this RFA. The duration of this grant is for a period from October 1, 2015 through September 30, 2016.

Additionally, NAF will provide technical assistance to awarded LEAs, and District industry leaders within the chosen theme who will be providing supports to the Academy and their students, at no additional charge to the LEA, school or Academy.

OSSE intends to request Career Academy funds for Fiscal Year 2017. If FY17 funds are successfully secured, OSSE will continue to support the Academy created in FY16.

### Section III. Eligibility Information

This RFA is open to all DCPS and DC public charter high schools located in the District of Columbia that seeks to establish a NAF Career Academy within Information Technology; Engineering; Hospitality & Tourism; Health Science; or Finance.

To be eligible, all schools must first be interviewed by the National Academy Foundation (NAF) *and* receive a letter indicating that the school meets year of planning standards. Each LEA must then apply on a school's behalf for the DC-CAN fund.

The NAF application process will be open from June 30 – July 14, 2015. To apply:

- School applicants will utilize the National Academy Foundation (NAF) Academy Application Center at <http://mis.naf.org/public/applications/>. (there you will: (1) register for a MyNAF account to log in (2) select "Academy Applications" (3) select "Apply" and complete the online application)
- The full application includes an interest survey which must be completed by the school principal and is accompanied by 3 – 5 letters of support.
- Any school interested in opening an Academy of Engineering must also designate one of three curriculum options: Project Lead the Way; STEM 101; or, Paxton-Patterson.
- NAF staff will review each application and schedule a "Formal Qualified" interview.
- A final determination of the grant recipient will be made within 24 hours of the interview.

### Section IV. Permissible Use of Funds

All expenditure of the DC-CAN grant funds shall be consistent with the goals, objectives and project plan set forth by the District of Columbia Task Force. The plan specified the following: \$125,000 toward the Academy Director position; \$100,000 toward the College & Career Coordinator position, and \$65,000 toward Academy Activities.

The funds designated for Academy activities shall be utilized for any or all of the following:

- Student outreach and marketing
- Industry and pedagogically focused professional development opportunities to Academy faculty
- Supporting industry engagement and work-based learning efforts and programs
- Student supports

## Section V. Application and Submission Information

Any information and/or updates regarding this RFA will be e-mailed to those who are listed on the Contact Page of the application.

**Application Release Date:** The release date is June 17, 2015. This application is available through OSSE's electronic grants management system (EGMS) at <http://grants.osse.dc.gov>. All applicants must be a registered vendor of EGMS to access the application. New vendors should allot at least 72 hours for the registration process.

**Pre-Application Conference:** Applicants are required to attend a mandatory pre-application conference prior to grant submission. The pre-application conference will be held at OSSE. Absence from this conference will make an applicant ineligible to apply.

### **Mandatory Pre-Application Conference**

When: Tuesday, June 23, 2015

Time: 11:30am – 12:30pm

Where: OSSE – 810 First Street, NE, Room 4002 (4<sup>th</sup> floor), Washington, DC 20002

At least one representative from each LEA must be present. Participants should confirm their attendance by emailing the LEA and participant's names to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov) by 5:00pm on Tuesday, June 16, 2015, with "Pre-application Conference Confirmation" in the subject of the email. (Example: GDO-CTEIF\_2016\_02\_LEA\_Pre-Application Conference Confirmation)

**Letter of Intent:** All eligible applicants seeking to receive funding under this grant must submit the "Intent to Apply" form to OSSE by 5:00 pm on Tuesday, June 30, 2015. The form should be submitted via e-mail to [osse.cteif@dc.gov](mailto:osse.cteif@dc.gov) with the title, Intent to Apply in the subject line of the e-mail. (Example: GDO-CTEIF\_2016\_02\_LEA\_Intent to Apply).

**Applications Due:** Applicants must submit the application through EGMS by 5:00 p.m. on Friday, July 31, 2015. The Office of the State Superintendent of Education will not accept or review applications submitted at or after 5:01 p.m. on July 31, 2015.

## Section VI. Application & Proposal Rubric

### **Application:**

*Only applicant schools that have interviewed with NAF and met the eligibility standards for the year of planning should proceed with this application. (Letter from NAF must be uploaded with this application)*

Please provide a comprehensive narrative to address the following items:

1. The location, size of school, and chosen Academy theme.
2. Respondent's commitment to using the NAF Academy model.
3. Respondent's commitment to hiring Academy staff.

4. Respondent's commitment to professional development related to project based learning for Academy faculty.
5. Experience with implementing a Career Academy.

**Proposal Rubric:**

I. Location, size of school, and chosen academy theme			
Prompt:	Needs Improvement 0-2 points	Competent 3-6 points	Advanced 7-10 points
<ul style="list-style-type: none"> <li>○ Identification of Ward where the school is located. The student demographics. Challenges as well as benefits to school location.</li> <li>○ School size would support a cohort of at least 50-75 students per grade level within the academy.</li> <li>○ The chosen academy theme is not in close proximity to another school with a similar theme.</li> </ul>	<ul style="list-style-type: none"> <li>• Response does not adequately provide the requested demographic data.</li> <li>• The applicant admits that the cohort numbers are unachievable and are unwilling to restructure to meet numbers.</li> <li>• The chosen academy theme exists in a neighboring school and neither this school nor the neighboring schools offer the alternative themes presented in this grant.</li> </ul>	<ul style="list-style-type: none"> <li>• Response is complete.</li> <li>• Response includes a discussion on recruitment with a goal to meet the 50 student mark per grade level for 3-4 years</li> <li>• The chosen academy theme exists in a neighboring school which is over-capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Response is complete and provides a detailed and compelling description of the school and community.</li> <li>• Response includes a detailed recruitment plan to reach 75 students per grade level, with a brochure developed and a 4-year program of study.</li> <li>• The chosen academy theme does not exist in a neighboring school</li> </ul>

II. Commitment to using the NAF Academy model			
Prompt:	Needs Improvement 0-2 points	Competent 3-6 points	Advanced 7-10 points
<ul style="list-style-type: none"> <li>○ Why does the school want to implement a NAF Academy model?</li> <li>○ How will the students benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Response fails to discuss or demonstrates a limited</li> </ul>	<ul style="list-style-type: none"> <li>• Response explains why the NAF model is a logical next step for student</li> </ul>	<ul style="list-style-type: none"> <li>• Response builds a compelling case for addressing student</li> </ul>

<p>from the Academy?</p> <ul style="list-style-type: none"> <li>○ What type(s) of support will the school have from the community?</li> </ul>	<p>understanding of how the NAF model can improve student achievement.</p> <ul style="list-style-type: none"> <li>• Response fails to connect this initiative to issues of rigor/relevance/relationships, contextual learning, college preparation, etc.</li> <li>• There's no mention of community benefit and support</li> </ul>	<p>achievement</p> <ul style="list-style-type: none"> <li>• Response links this initiative to one of the following: rigor/relevance/relationships, contextual learning, college preparation, etc.</li> <li>• Proposal contains 3 letters of support which provides details on the type of assistance that will be offered to the academy</li> </ul>	<p>achievement through full-scale school redesign using the NAF model</p> <ul style="list-style-type: none"> <li>• Response links this initiative to several of the following issues: rigor/relevance/relationships, contextual learning, college preparation, etc.</li> <li>• Proposal contains more than 3 letters of support which provides details on the type of assistance that will be offered to the academy</li> </ul>
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III. Commitment to hire Academy staff			
Prompt:	Needs Improvement 0-2 points	Competent 3-6 points	Advanced 7-10 points
<ul style="list-style-type: none"> <li>○ The school commits to hiring an Academy Director and to sustaining the position after the initial two years, which will be paid through a grant from OSSE.</li> <li>○ The school commits to hiring a College &amp; Career Coordinator and to sustaining the position after the initial two years, which will be paid through a grant from OSSE.</li> <li>○ The school commits to ensuring that, in addition to the Academy staff, a core theme teacher is on staff to work with the cohort.</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant admits that they do not see the value in hiring an Academy Director and/or is unable or unwilling to sustain the position after the initial two year grant period</li> <li>• The applicant admits that they do not see the value in hiring a College &amp; Career Coordinator and/or is unable to sustain the position after the initial two year grant period</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant commits to hiring an Academy Director and to sustaining the position after the initial two year grant period</li> <li>• The applicant commits to hiring a College &amp; Career Coordinator and to sustaining the position after the initial two year grant period</li> <li>• The school has 1 teacher who is experienced within the selected theme</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant commits to hiring an Academy Director and through relationships with business entities, can provide a letter of guaranteed funding to sustain the position after the initial two year grant period</li> <li>• The applicant commits to hiring a College &amp; Career Coordinator and through relationships with business entities,</li> </ul>



	<ul style="list-style-type: none"> <li>At this time, the school does not have any staff that is experienced within the selected theme and can be assigned to the cohort</li> </ul>	and can be assigned to the cohort	<p>can provide a letter of guaranteed funding to sustain the position after the initial two year grant period</p> <ul style="list-style-type: none"> <li>The school has more than 1 teacher who is experienced within the selected theme and can be assigned to multiple cohorts</li> </ul>
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IV. Commitment to professional development related to project based learning for academy faculty			
Prompt:	Needs Improvement 0-2 points	Competent 3-6 points	Advanced 7-10 points
<ul style="list-style-type: none"> <li>The school understands the importance of curriculum integration.</li> <li>The school can demonstrate evidence of planned activities which supports professional development related to project based learning for the academy faculty.</li> </ul>	<ul style="list-style-type: none"> <li>The school admits they have little to no experience incorporating a CTE theme into the curriculum</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>The school has provided ample evidence of their understanding of the importance of incorporating a CTE theme into the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>The school understands the importance of incorporating a CTE theme into the curriculum <i>and</i> is evidenced to currently have an integrated curriculum</li> </ul>

V. Experience with the implementation of a career academy			
Prompt:	Needs Improvement 0-2 points	Competent 3-6 points	Advanced 7-10 points
<ul style="list-style-type: none"> <li>Demonstrate any experience with the implementation of a career academy.</li> </ul>	<ul style="list-style-type: none"> <li>The school has never implemented a career academy</li> </ul>	<ul style="list-style-type: none"> <li>The school currently has one or more career academies</li> </ul>	<ul style="list-style-type: none"> <li>The school currently has multiple career academies and at least one adheres to the NAF model</li> </ul>

## **Section VII. Application Review Information/Process**

The grant within this RFA is competitive.

- OSSE staff will evaluate and score all applications to identify the DC-CAN awardees.

## **Section VIII. Award Administration Information**

Awards will be announced via e-mail to each respective LEA on Friday, August 7, 2015. The grant award notification will be available for vendor download from EGMS.

## **Section IX. Agency Contacts**

The authorized contact person for this grant opportunity is:

Simone García

Director of Career Education Development

Office of the State Superintendent of Education

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